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**SECRET**  
(When Filled In)**OFFICE ESTIMATES  
SCHEDULE OF EXTERNAL RESEARCH PROJECTS**

OFFICE

LOGISTICS

FISCAL YEAR

1968

BUDGET PROJECT NUMBER AND TITLE

ACTUAL

ESTIMATED

ESTIMATED

NO ACTIVITY

**SECRET**  
(When Filled In)**OFFICE ESTIMATES - POSITION JUSTIFICATION**

25XA

OFFICE	FISCAL YEAR
LOGISTICS	1968

FORM  
7-66 632a**SECRET**

GROUP 1
Excluded from automatic downgrading and declassification

16

(3)

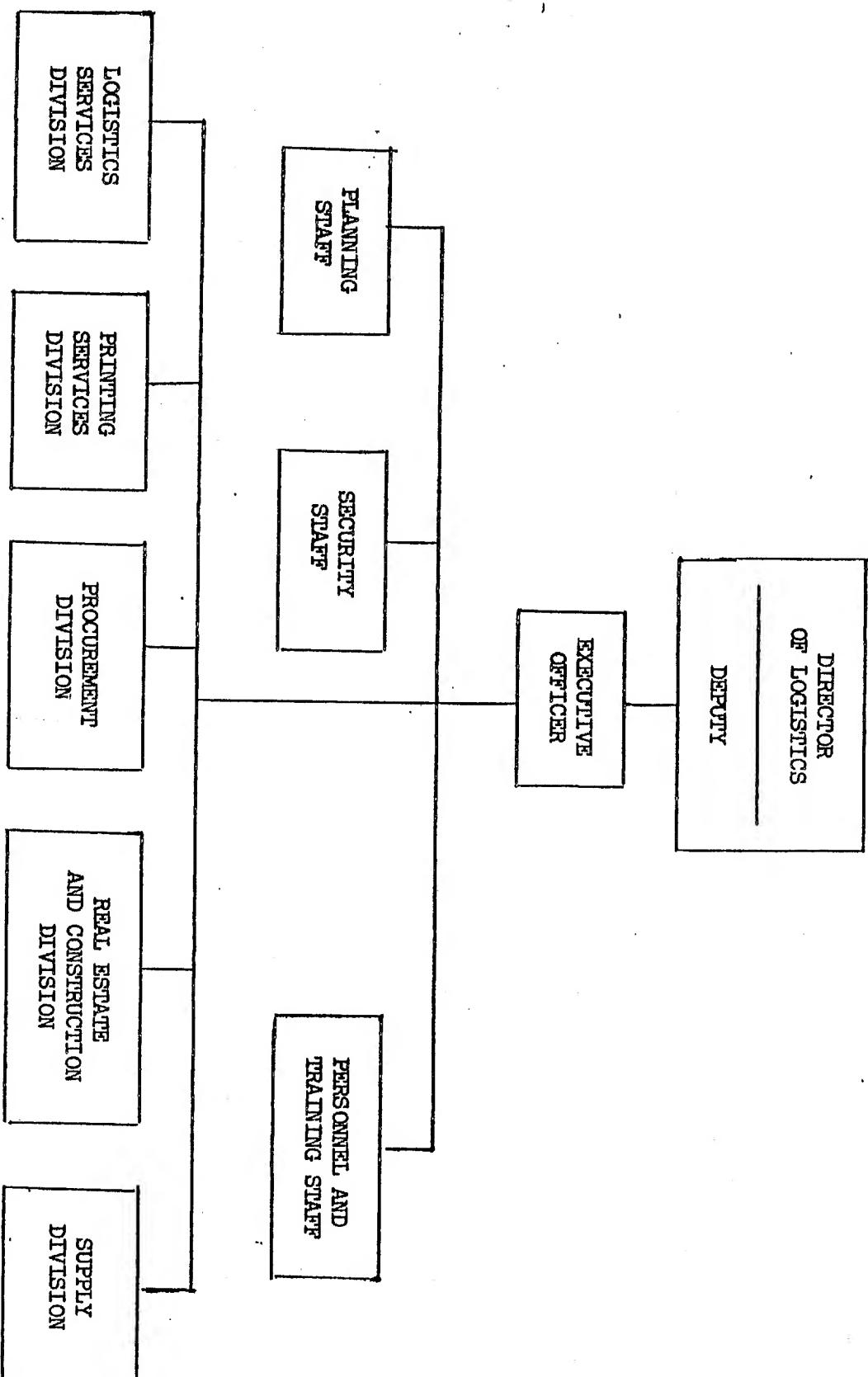
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S-E-C-R-E-T

OFFICE OF LOGISTICS



S-E-C-R-E-T

PROGRAM CATEGORY : Program Wide  
PROGRAM SUBCATEGORY: Support Services  
PROGRAM ELEMENT : Logistics  
SUBELEMENT : Management

FUNCTIONS:

1. This subelement includes the immediate office of the Director of Logistics, the Executive Officer, Contract Review Board, Personnel and Training, Security, and Planning Staffs.
2. General management includes the application of sound business principles to procurement, storage, distribution, transportation, and accountability for Agency supplies and equipment; meeting real estate and construction needs, including office space, building maintenance, moving, telephone, and other related office services; providing printing and reproduction, mail and courier, motor pool and passenger bus services.
3. Specific management items:
  - a. Review of procurement requests and proposed contract actions in excess of pre-established dollar valuations, monitorship of effectiveness of Agency-wide procurement policies and advise Agency components on overall procurement policies and practices.
  - b. Development, application and review of administrative procedures, such as records management and classified material control; development of budget and fiscal policies, including preparation of budget estimates and internal control over allotment and expenditure of funds; development of logistics regulatory issuances.
  - c. Formulation and execution of internal personnel and training policies, including planned utilization, career development, rotation, and advancement of personnel located at Headquarters and at field installations.
  - d. Development, implementation, and inspection of security measures at Office of Logistics installations, including initiation of clearances and briefings of contractors regarding Agency security requirements.
  - e. Long-range planning in coordination with appropriate Agency components to meet operational requirements, including strategic reserves [REDACTED] providing policy guidance[REDACTED] transportation matters; negotiation of agreements with other Government departments for logistical support of Agency operations; analysis of existing operational practices and development of procedures to provide more effective logistical support; preparation of statistical analysis.

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PROGRAM CATEGORY : Program Wide  
PROGRAM SUBCATEGORY: Support Services  
PROGRAM ELEMENT : Logistics  
SUBELEMENT : Printing Services

FUNCTIONS:

Develop and implement policies, procedures, methods, and standards for Agency printing, including provision of services as follows:

- a. Offset and letter press printing, including all related operations.
- b. Photography and motion picture operations.
- c. Microfilming, collating, binding, and initial distribution of above items, as required.
- d. Development and establishment of an automatic typesetting program.

PROGRAM CATEGORY : Program Wide  
PROGRAM SUBCATEGORY: Support Services  
PROGRAM ELEMENT : Logistics  
SUBELEMENT : Logistics Services

FUNCTIONS:

Provide or arrange for logistics services in support of Agency activities in the Washington, D. C., metropolitan area as follows:

- a. Allocate and control utilization of Agency space; approve requests for repair, alterations, and modification of Agency allocated space and utilities; maintain liaison with General Services Administration.
- b. Provide a Headquarters telephone service, including a secure internal telephone system in Headquarters Building.
- c. Maintain and operate supply rooms for administrative supplies and equipment; relocate office furniture and equipment upon request; incinerate or otherwise securely dispose of classified trash.
- d. Provide motor pool passenger service, including shuttle busses, and arrange for special transportation, as required.
- e. Provide courier mail service, including destination outside the Washington, D. C., metropolitan area, and provide pneumatic tube mail service in Headquarters Building.
- f. Provide for the operation of the Director's and the Executive Dining Rooms, including the associated kitchen.

PROGRAM CATEGORY : Program Wide  
PROGRAM SUBCATEGORY: Support Services  
PROGRAM ELEMENT : Logistics  
SUBELEMENT : Real Estate and Construction

FUNCTIONS:

Provide a staff of professional engineers, architects and real estate officers for the direction of Agency domestic and overseas real estate, construction and housing programs, including:

- a. Engineering surveys and appraisals.
- b. Acquisition of real property.
- c. Planning, design, supervision and inspection of project construction.
- d. Space planning and space utilization, building maintenance programs, and utility studies.
- e. Liaison with the Department of State, Foreign Buildings Office, and General Services Administration in support of the Agency programs noted above.

PROGRAM CATEGORY : Program Wide  
PROGRAM SUBCATEGORY: Support Services  
PROGRAM ELEMENT : Logistics  
SUBLELEMENT : Storage, Distribution,  
Control and Disposal  
of Agency Materiel

FUNCTIONS:

Develop and implement supply policies, procedures and standards to provide for maximum efficiency in support of an Agency-wide supply system, including:

- a. Receipt, storage, issue, control, surveillance, maintenance, preservation, and renovation of Agency materiel in US depots, including preparation of outbound shipments and arrangements for transportation of cargo between depots and overseas installations.
- b. Overt and covert procurement through the Department of Defense and other Government agencies.
- c. Determination of requirements, establishment and maintenance of stock levels of materiel to be carried in Agency depots.
- d. Accountability for materiel in-stock and in-use in US depots, equipment in-use in Headquarters, and property in-use in Headquarters-controlled activities.
- e. Determination and disposal of excess and unserviceable property on an Agency-wide basis.
- f. Identification of Agency materiel, including publication of the Agency Supply Catalog.
- g. Technical guidance and assistance to overseas supply operations.